

# ETTI SIMON

Forward-Thinker, Trusted Advisor, Transformational Leader



464-464-4646



ettisimon.s46@gmail.com



[LinkedIn](#)



[ettisimon.com](#)

## TALENT MANAGEMENT

**Business-minded strategist and advisor with exceptional skills in human resources management and a 100% commitment to excellence. Deep knowledge of HR best practices and policies and programs.**

Human resources professional with expertise in talent acquisition and management, performance development and management, and product implementation and integration. Expert in devising talent-oriented strategies that align with the organization's vision, core values, and objectives, and maximize its success. Trusted by senior leadership in the area of change management, policy, best practices, and emerging trends. Thrive in global business environments with large workforce/populations. Core Competencies:

- |                                  |  |   |
|----------------------------------|--|---|
| ▶ Performance Management         | ▶ Strategic Planning/Direction         | ▶ Coaching/Mentoring                        |
| ▶ Talent-Oriented Operations     | ▶ Process Improvement Strategies       | ▶ Software Implementation                   |
| ▶ Training Design/Implementation | ▶ Change Management Strategies         | ▶ Recruitment Initiatives/Strategies        |
| ▶ Employee Training/Development  | ▶ Compensation/Benefits Administration | ▶ Employee Retention Initiatives/Strategies |

## CAREER HIGHLIGHTS

- ▶ Challenged with inconsistencies in how the corporate employee performance appraisal process was managed. Recommended fair and equal appraisal processes; initiated a team to identify processes, developed employee/manager timelines, and created a step-by-step guide. The system was adopted and streamlined the appraisal process.
- ▶ Challenged with addressing the need to track top position candidates, and status of position. Suggested an applicant tracking system; established a team to identify a vendor and implement the system. After implementation, the system streamlined recruiting processes and applicant status is now easily tracked and reported.
- ▶ Challenged with a lack of consistent recruiting procedures across 112 dealership locations nationwide. Developed and implemented standardized recruiting processes. Designed and delivered training to leadership at all locations.

## PROFESSIONAL EXPERIENCE

GC AUTOMOTIVE, INC., Houston, TX 2007-Present

### Senior Manager, Talent Acquisition 2016-Present

Key member of the leadership team at a Fortune 300 automotive retail company that owns and operates automotive dealerships in the United States, the United Kingdom, and Brazil. Design and implement talent acquisition strategies focused on recruiting, developing, and retaining the best and brightest; ensure that strategies align with the organization's short- and long-term objectives, support its culture, and foster sustainable business growth.

### Training and Development Programs

Partner with senior leadership in establishing and implementing college recruiting initiatives for national training programs. Address recruiting requirements and project location assignments for trainees enrolled in the Manager Trainee Program. Reconcile compensation and bonus plans for trainees enrolled in the program.

- ▶ Developed and delivered standardized training to dealership management on training program execution.
- ▶ Coached and mentored both program trainees and management; established a framework for continued performance improvement and implemented techniques to maximize success.

### Talent Acquisition Management

Devise and implement strategies that showcase and better position the organization for a competitive advantage in an effort to attract and recruit top talent. Establish objectives and lead a high-performing talent acquisition team of 4 in recruiting and filling key positions across the United States. Cultivate and maintain key vendor relationships. Conduct requisition audits and generate activity reports that enable data-driven decision making.

- ▶ Developed an innovative recruiting process for nationwide locations that standardized operations, aligned with the organization's goals, and streamlined procedures.
- ▶ Played a vital role in attaining favorable terms in high-level contract negotiations with vendors.
- ▶ Delivered training to the talent acquisition team, demonstrating the functionality and reporting capabilities of LinkedIn.

**Product Implementation, Integration, and Training**

Identify and implement products, engage in integration strategies, and develop and deliver comprehensive end-user training.

- ▶ Planned and implemented HRSoftware and Stanner OnDemand performance management software programs over the course of 3 years.
- ▶ Determined the need for a standardized applicant tracking process, presented recommendations to leadership. Led the planning and implementation of the application tracking system, XIMS in 2016, which centralized and automated recruiting processes, better tracked and managed candidates, and optimized reporting.
- ▶ Developed and delivered live presentations, engaged in classroom training, and created step-by-step guides to support end users across the organization.
- ▶ Integrated a background check and pre-employment candidate assessment service with the applicant tracking system to maximize efficiency.

**Performance Management**

Plan, establish, and manage performance appraisal processes in support of corporate employees and senior management.

- ▶ Trained employees on setting SMARTGoals via webinar; created step-by-step user guides on navigating the system.
- ▶ Generated reports for leadership that tracked employees' status to ensure they were on target to complete the appraisal process within the expected timeframe.

**Manager, Training & Recruiting, 2011-2015**

Consulted with senior leadership on training programs and future program initiatives. Oversaw training initiatives. Interacted with program participants on project assignments. Reconciled the manager training compensation and bonus plans. Drafted training and recruiting communications in support of human resources staff and recruiters.

- ▶ Devised and implemented strategies that were successful in expanding training program nationwide.
- ▶ Designed and implemented the nationwide Leadership Development Program to support new and up-and-coming leaders, and created the nationwide Manager Trainee Program for college graduates with business degrees.
- ▶ Developed and delivered training to general management on program expectations and goals.
- ▶ Implemented and administered 360-degree performance appraisal processes for the executive leadership team.
- ▶ Motivated, engaged, and coached program trainees.

**Alliant Insurance Services, Senior Benefits Consultant at GC Automotive, 2009-2011**

Conducted the organization's monthly new hire and carrier audits. Administered FICA processes for the corporate office. Engaged in benefits analysis in support of clients. Conducted on-site enrollment meetings and delivered presentations.

- ▶ Planned and managed college recruiting programs. Design and impact marketing materials to generate interest in career fairs. Arranged career fair schedules and conducted candidate interviews.

**Insurance Services, Benefits Consultant at GC Automotive, 2007-2009**

Managed vendor pricing and billing. Drafted, designed, and distributed newsletters and communications to human resources field personnel and corporate employees. Supported field HR and corporate employees by responding to inquiries.

- ▶ Coordinated HIPAA training with field human resources representatives.
- ▶ Facilitated new employee benefits orientation meetings in support of the corporate office.
- ▶ Led quarterly benefits webinars with field human resources managers.

**ROYAL HUMAN RESOURCE CONSULTING, Houston, TX**

2006-2007

**Management Coordinator**

Administered leave of absence issues for upward of 300 exempt/non-exempt employees. Prepared FMLA, Military, STD, LTD, and other communications. Complied with HIPAA regulations. Monitored the department of labor on matters of policy change. Addressed interface issues with carriers, HR systems, compensation, payroll, benefits, and human resources on projects, policies, and plans.

**EDUCATION**

AIMES BUSINESS COLLEGE, Aimes, TX  
Master of Business Administration | Leadership Certificate

CARLTON UNIVERSITY, Carlton, TX  
Bachelor of Science in Health Education | Minor: Sociology

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Aimes Alumni Association | Carlton Alumni Association  
Society for Human Resource Management (SHRM)  
Bender Junior Service League